

Please complete the sections highlighted in yellow and submit:

DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY & PATHOLOGY	DATE OF REQUEST:	WHO IS REQUESTING SPACE USAGE:	PI or Group Leader Authorizing Space Request:
TYPE OF SPACE REQUESTED: Priorities: Please see back of form for Policy	LAB (Room number):	OFFICE (Room Number):	COMMON AREA
WHY IS THE SPACE NEEDED?			
WHEN THE SPACE IS NEEDED and FOR HOW LONG:			
NAME OF PROPOSED OCCUPANT AND THEIR TITLE:			
FACILITIES SPACE COORDINATOR SUBMITTING REQUEST:	DATE SUBMITTED TO SPACE COMMITTEE:		
SPACE COMMITTEE APPROVAL/ DATE:	DEPARTMENT APPROVAL:	DATE:	

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Space Assignment Policy Statement

As in any facility on campus, space is a precious commodity. In order to facilitate the most fair and efficient utilization of space, the following criteria has been established:

Priority for office space will be assigned in the following order:

Faculty
Graduate Students
Post Docs, Visiting Scientists, Sabbatical appointments
RAs
Undergraduate Students

When fully occupied, desk space in IDA will be at a premium. Therefore desk space available within remodeled laboratories will have to be fully utilized by each unit before any request for additional office space will be entertained.

If additional office space is needed the following will apply: In most circumstances, Research Associates will only be assigned desk space within the lab in which they work. Graduate students will be assigned desk space in rooms as close as practical to their laboratories. The department will furnish one phone in each of these rooms.

All space assignment requests will be reviewed by the space committee and are subject to change. Ultimately, Dr. Carol Blair (department head) will make the final determination for space assignments.